

## Royal Oak Animal Shelter Committee

Minutes of February 18, 2016

A. A regular meeting of the Royal Oak Animal Shelter Committee was held on February 18, 2016 in the Royal Oak Police Department Conference room, Royal Oak, MI. The meeting was called to order by Ms. Soma at 7:15 PM.

B .Roll Call: Present: D. Andrzejak, I. Krupa (sec) DC Reilly, C. Shelton, M.E Soma, R. Winter, and M. Wood. Absent: Mayor Ellison. Guests; R .Colville, and M. Sipes.

C. Announcements: DC Reilly informed the committee that the heating situation at the shelter was currently being fix and DC Murray is donating the labor for replacing the new heating units . DC Murray was instrumental in helping find the units at a substantial cost savings to the shelter. Many thanks to DC Murray. The units will be installed Tuesday February 23,2016 D. Andrzejak presented the copy for the plaque for Mathews –Hargreaves Business and will proceed with purchase. Ms. Krupa announced that the Music MP player still has not been located and if not found will contact Julie Bowbeer to obtain another player DC Reilly has been contacted by the Roots committee requesting a representative and alternate from the committee. Discussion followed and Ms. Krupa volunteered to attend and return to the committee with information to assist the committee as to stay on Roots. D. Andrzejak will be the alternate.

D. Public Comments: R. Colville bought the aprons that she is making from cat and dog food bags and will be selling at the shelter and at fundraising events

E. Approval of the Minutes: D. Andrzejak moved to accept the minutes of November 19,2015 R. Winter seconded The minutes were accepted and passed unanimously.

F. Old Business: Shelter Financials: DC Reilly presented December 2015, January 2016, February 2016 reports

Shelter Report: Ms. Krupa presented Nov. 8 Dogs over 6mos, Cats 19 over 6mos, and 10 under 6mos. December: 5 Dogs over 6 mos, 1 under 6mos. Cats 11

over 6 mos. 2016: January Dogs: 6 over 6 mos. Cats: 10 over 6mos. The shelter has 8 dogs adopted over the last three months and 34 Cat/Kitten adoptions over the last three months. Currently the census is 3 dogs, 8 cats.

Fundraising: There are no current events. Future events are the Rabies event at the DPW Ms. Soma will inform the committee of the date. Ongoing events are Royal Oak in Bloom, July Bake Sale and October Paws in the Park. Discussion of possible events as 5<sup>th</sup> Avenue, Mr. B's or 515 Drag Queen Bingo. Ms. Krupa raised the question of the time and energy the committee puts forth for raising funds and the need to evaluate the financial expenses and how the shelter could be more cost conscious as well as to evaluate the hours and number of paid staff in relationship to the census of the shelter as wages along with medical expenses are the most costly to the shelter. She drew attention to the Royal Oak Animal Shelter Operating Procedures Section A. regarding staffing as these are currently not enforced. The Committee requested that she bring staff hours on employee's to the next meeting.

Dennis Andrzejak reported on Grant Meeting with Kala Barber Perrotta and gave each member a Grant to Go Folder and highlighted the need of data. As expenses, donations, events, fundraising, volunteer hours, in-kind donations , budgets accomplishments. goals and achievement of goals. He requested that each member review and contribute to the packet and stressed that we have to demonstrate a need. Ms. Krupa will provide volunteer hours.

G. New Business; Elections: Chairperson; I. Krupa, Vice Chair: D. Andrzejak and Sec. Ms. Soma

H. Next Meeting: March17, 2016 at the Royal Oak Police Department Conference room at 7:15PM.

I. Meeting adjourned at 8:40PM.